



State of Wisconsin Department of Public Instruction

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John T. Benson
State Superintendent

Steven B. Dold
Deputy State Superintendent

September 2000

District Administrators:

As we continue to offer students innovative educational opportunities in Wisconsin, we must rethink the vehicle used to document a young person's efforts. For decades the high school transcript has communicated a student's record of learning in high school and is a critical credential used by postsecondary institutions, employers, and the military. In 1992, the department issued the *Uniform Pupil Transcript* publication in an effort to ensure more transcript and interpretation consistency across the state.

Over the past several years, we have experienced a surge of educational opportunities and requirements for Wisconsin youth. The following are some of the new student credentials and nontraditional credits that belong on the transcript: Youth Options, Advanced Placement, high school courses for which articulation agreements are signed between secondary and postsecondary institutions, and state credentials earned through work-based learning programs such as Youth Apprenticeship, State Certified Cooperative Education, Employability Skills Certificate, and other business and industry certified programs. These should also be noted and explained in the course catalog so students and parents gain an understanding of the myriad of opportunities available.

In November 1999, I sent a letter to district administrators on this topic. If you have not made the suggested changes, I urge you to meet with your high school principal(s) and school counselors to ensure the placement of this important information on the student transcript. Enclosed with this mailing is a "mock" transcript incorporating the recommendations.

Our thanks to Betty Brendel, Western Wisconsin Technical College, for initiating a transcript project with five other technical colleges. They surveyed 112 school districts about their transcripts and worked closely with 21 school districts on transcript recommendations.

The suggestions contained in the *Uniform Pupil Transcript* can be found at www.dpi.state.wi.us/dpi/dsis/let/index.html. If you need further assistance, please contact Connie Colussy, DPI Lifework Education Team, at connie.colussy@dpi.state.wi.us or (608) 267-3163.

Sincerely,

John T. Benson
State Superintendent

c: Edward Chin, WTCBSB
Thomas Gallagher, GWBLB
Katharine Lyall, UWS
Larry Rubin, UWS

William Steiger, Governor's Office
Tech Prep Coordinators
Wisconsin Technical College System Presidents



Selected Recommendations for Wisconsin High School Transcripts

1. As a minimum, all high schools will note courses for which students received credit or eligibility for credit from postsecondary institutions using the following designations (definitions on the back):
 - AS - Advanced Standing
 - TC - Transcribed Credit
 - AP - Advanced Placement

Some school districts use course numbers on their transcripts. If your transcript software limits the number of characters you can use in the course title, consider dropping the course numbers but include the prefix of the department from which credit was granted. See the *Uniform Pupil Transcript* document (page 5) for prefix suggestions. For example:

- MTH Calculus (AP)
- BUS Business Law (AS)
- AGR Animal Science (TC)
- TED Exploring Technology (TC)

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2. If possible, note the institution from which the student was granted AS or TC. For example:
 - BUS Business Law (AS: Moraine Park Technical College)
 - AGR Animal Science (TC: Madison Area Technical College)
 - TED Exploring Technology (TC: UW-Stout)

If your transcript software limits the number of characters you can use, note the institution in the "Comments" section of the transcript.

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3. Note all state credentials a student earned in high school. This information can be placed in the "Comments" section of the transcript. For example:
 - "Earned a state Youth Apprenticeship Certificate of Occupational Proficiency in Health Services"
 - "Earned a state Employability Skills Certificate"
 - "Earned a state Cooperative Education Certificate of Occupational Proficiency in Marketing"
 - "Earned a state Assistant Child Care Teacher Certificate"
 - "Earned an Automotive YES Certificate from the National Automobile Manufacturers Association"

(over)

Student Name Jean Jackson		
Student ID 2163	Grade 12	Gender F
Birth Place LaCrosse	Date of Birth 4/2/82	Ethnic Code
Parent Guardian George and Marie Jackson 231 Main Street Bensonville, WI 53151		

**Official School Transcript
Bensonville Public Schools**

Enter Date:

Graduated: 06/03/00

Class of: 2000

School Name/Address Bensonville High School 4333 South Sunnyslope Road Bensonville, WI 53151 Tel: 608-555-6300 Fax: 555-6301 School Alternate Number:
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Crs ID	Course Title	Mark	Credit	Crs ID	Course Title	Mark	Credit	GPA Summary					
Bensonville High School				Bensonville High School				Academic GPA: 3.221					
Grd 09	1/1997 Term: 1			Grd 11	1/1999 Term: 1			Total GPA: 3.221 Class rank is 62					
MTH	Algebra 1	B	.500	MTH	Algebra 2	B	.500	Total Credits Attempted: 27.5					
ENG	English 9	C	.500	ENG	English 11	A	.500	Credit Summary -- Graduation Requirements					
SOC	U.S. History 9	A	.500	SOC	U.S. History (AP)	B	.500	Subject Area	Req	Cmp			
FOR	Spanish I	B	.500	FOR	Spanish Literature (TC)	A	.500	HEA Health	.500	.500			
SCI	Physical Science	C	.500	SCI	Chemistry	B	.500	ENG English	4.000	5.000			
BUS	Information Processing	B	.500	BUS	Accounting 1 (AS)	B	.500	MTH Mathematics	3.000	4.000			
PED	Physical Education 9	C	.500	PED	Physical Education 11	B	.500	PED Physical Education	1.500	1.500			
Crd Att: 3.500	Cmp: 3.500	TermGPA: 2.714		Crd Att: 3.500	Cmp: 3.500	TermGPA: 3.286		SCI Science	3.000	4.000			
Bensonville High School				Bensonville High School				SOC Social Studies	3.000	4.000			
Grd 09	6/1997 Term: 2			Grd 11	6/1999 Term: 2			ELE Elective	7.000	8.500			
MTH	Algebra 1	B	.500	MTH	Algebra 2	B	.500	— Total Credits —					
ENG	English 9	B	.500	ENG	English 11	A	.500		22	27.5			
SOC	U.S. History 9	A	.500	SOC	U.S. History (AP)	A	.500	SAMPLE					
FOR	Spanish I	B	.500	FOR	Spanish Literature (TC)	A	.500						
SCI	Physical Science	B	.500	SCI	Chemistry	A	.500						
BUS	Information Processing	B	.500	BUS	Accounting 1 (AS)	B	.500						
HEA	Health	B	.500	Crd Att: 3.000	Cmp: 3.000	TermGPA: 3.667							
Crd Att: 3.500	Cmp: 3.500	TermGPA: 3.143		Bensonville High School									
Bensonville High School				Grd 12	1/2000 Term: 1								
Grd 10	1/1998 Term: 1			MTH	Calculus (AP)	B	.500						
MTH	Geometry	A	.500	ENG	English Lit. & Comp. (AP)	B	.500						
ENG	English 10	B	.500	SOC	Social Psychology (TC)	B	.500						
SOC	Western Civilization	B	.500	ENG	Technical Writing (TC)	B	.500						
FOR	Spanish II	B	.500	SCI	Physics	C	.500						
SCI	Biology	B	.500	BUS	Accounting II (AS)	B	.500						
DRE	Driver's Education	B	.250	ELE	Work Experience	B	.500						
BUS	Business Law	A	.500	Crd Att: 3.500	Cmp: 3.500	TermGPA: 2.857							
PED	Physical Education 10	C	.500	Bensonville High School									
Crd Att: 3.750	Cmp: 3.750	TermGPA: 3.133		Grd 12	6/2000 Term: 2								
Bensonville High School				MTH	Calculus (AP)	B	.500						
Grd 10	6/1998 Term: 2			ENG	English Lit. & Comp. (AP)	B	.500						
MTH	Geometry	B	.500	SOC	Social Psychology (TC)	A	.500						
ENG	English 10	B	.500	ENG	Technical Writing (TC)	B	.500						
SOC	Western Civilization	A	.500	SCI	Physics	B	.500						
FOR	Spanish II	A	.500	BUS	Accounting II (AS)	A	.500						
SCI	Biology	B	.500	ELE	Work Experience	A	.500						
FCE	Parents & Children	A	.250	Crd Att: 3.500	Cmp: 3.500	TermGPA: 3.429							
BUS	Business Law	A	.500	Bensonville High School									
Crd Att: 3.250	Cmp: 3.250	TermGPA: 3.538		Grd 12	6/2000 Term: 2								

KEY:
AP - Advanced Placement
AS - Advanced Standing
TC - Transcribed Credit

Comments: Spanish Literature (TC: UW-Madison)
Accounting 1 (AS: Madison Area Technical College)
Social Psychology (TC: UW-Madison)
Technical Writing (TC: Madison Area Technical College)
Accounting II (AS: Madison Area Technical College)
Earned a state Employability Skills Certificate